



CORRECTIONAL CASE RECORDS SUPERVISOR
Final Filing Date: February 16, 2006

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION (excluding Prison Industry Authority)

WHO SHOULD APPLY COMPETITION LIMITED TO STATE EMPLOYEES
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
Department of Corrections and Rehabilitation Selection Services Section
1515 "S" Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS February 16, 2006 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during April/May 2006.

SALARY RANGE(S) As of: January 17, 2006.

\$3,959 – \$4,761

MINIMUM QUALIFICATIONS

Either I
Two years of experience in the California state service performing the duties of a Correctional Case Records Analyst, at least one year of which must have been at the level of a Correctional Case Records Analyst, Range C.

Or II
Experience: Three years of experience in a governmental law enforcement or criminal justice setting in the maintenance, processing, and control of criminal case records for persons committed to the jurisdiction of local, State, or Federal correctional agencies, including one year of supervisory experience. (Experience in the California state service applied toward this requirement must have been at a level of responsibility equivalent to a Correctional Case Records Analyst, Range C.) And
Education: Equivalent to completion of four years college. (Additional qualifying experience may be substituted on a year-for-year basis for up to two years of the required college education.)
Special Personal Characteristics: Willingness to work in a variety of correctional settings; capacity for assuming progressively greater responsibility; tack; and willingness to travel when required.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

EXAMINATION PLAN (CONTINUED)	<div><div>A. Knowledge of:</div><div><div>1. Determinate and indeterminate sentence and parole laws</div><div>2. The classification process and purposes, activities, regulations, and functions of the California Department of Corrections and Rehabilitation, the Board of Parole Hearings, the Narcotic Addict Evaluation Authority (within the Board of Parole Hearings), and the Division of Juvenile Justice as its operations relate to the California Department of Corrections and Rehabilitation</div><div>3. Correctional administration</div><div>4. Documents, forms, and processes used in the establishment, maintenance, control, and disposition of individual inmate and parolee criminal case records</div><div>5. Training methods and planning and conducting in-service training programs</div><div>6. Information disclosure statutes</div><div>7. California Department of Corrections and Rehabilitation automated record-keeping systems</div><div>8. The Department's Equal Employment Opportunity Program objectives</div><div>9. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives</div><div>10. Principles of effective supervision</div></div><div><div>B Ability to:</div><div><div>1. Define, interpret, and take action on legal documents and court orders</div><div>2. Analyze inmate records and recognize and correct discrepancies and irregularities</div><div>3. Prepare accurate and concise reports</div><div>4. Make arithmetical computations</div><div>5. Prioritize workload and meet deadlines</div><div>6. Make sound decisions and recommendations in regard to the record-keeping function</div><div>7. Provide criminal identification services necessary to the administration of the Department of Corrections and Rehabilitation</div><div>8. Disseminate information to administrative, legislative, and judicial agencies, attorneys, and the general public</div><div>9. Learn, understand, retain, and recall a broad range of highly technical data and apply it to individual cases</div><div>10. Follow oral and written instructions</div><div>11. Communicate effectively with other staff, inmates, and informational sources</div><div>12. Operate a personal computer to access, enter, and retrieve information</div><div>13. Progressively perform more difficult and analytical tasks in the correctional case record-keeping process</div><div>14. Plan, organize, and direct the work of subordinate staff and inmates</div><div>15. Plan and prepare personnel, equipment, and supply budgets</div><div>16. Effectively contribute to the Department's equal employment opportunity objectives</div></div></div></div>
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ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished 24 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<div><div>A Correctional Case Records Supervisor performs the more difficult legal and policy interpretations related to processing, maintenance, and control of inmate or parolee records; supervise work of subordinate Correctional Case Records Analysts and supervising clerical staff; provide training to local staff on inmate and parolee record-related matters; acts as liaison with departmental units and County, State, and Federal agencies and with courts on more complex matters; may have responsibility for a specialized records function, or assist a higher level administrator who directs a variety of complex records units; and performs other related duties.</div><div>Positions exist statewide with the California Department of Corrections and Rehabilitation.</div></div>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
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VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points and career credits are not granted in promotional examinations.
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SPECIAL REQUIREMENTS	<div><div>Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items listed below) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. The hiring agency uses the information on this document to determine your suitability to work in correctional records positions.</div><div>Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application.</div><div>Incidents which you need not disclose:</div><div><div>(1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or</div><div>(2) The record of such an incident has been expunged or is expugnable pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or</div><div>(3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offense of possession of marijuana.</div></div></div>
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SPECIAL
REQUIREMENTS
(CONTINUED)

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Section Code 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Department of Corrections and Rehabilitations’ Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS